

SUBMITTAL REQUIREMENTS

LOT LINE ADJUSTMENT

City of Renton Development Services Division
1055 South Grady Way-Renton, WA 98055
Phone: 425-430-7200 Fax: 425-430-7231

PURPOSE: The Lot Line Adjustment process allows for the adjustment of a boundary line(s) between adjacent property owners provided this does not result in the creation of new lots that are non-conforming to the requirements of the Subdivision Development Standards or Zoning Regulations.

FREE CONSULTATION MEETING: Prior to submitting an application, the applicant should informally discuss the proposed development with the Development Services Division. The Development Services Division will provide assistance and detailed information on the City's requirements and standards. Applicants may also take this opportunity to request the waiver of the City's typical application submittal requirements, which may not be applicable to the specific proposal. For further information on this meeting, see the instruction sheet entitled "Submittal Requirements: Pre-Application."

APPLICATION SCREENING: *Applicants are encouraged to bring in one copy of the application package for informal review by staff, prior to making the requested number of copies, colored drawings, or photo reductions. Please allow approximately 45 minutes for application screening.*

COMPLETE APPLICATION REQUIRED: In order to accept your application, each of the numbered items must be submitted at the **same time**. If you have received a prior written waiver of a submittal item(s) during a pre-application meeting, please provide the waiver form in lieu of any submittal item not provided. **All plans and attachments must be folded to a size not exceeding 8½ by 11 inches.**

APPLICATION TIMES: Applications should be submitted to Development Services staff at the 6th floor counter of Renton City Hall, 1055 South Grady Way, between 8:00 A.M. and 4:00 P.M. Monday through Friday. An appointment to submit your application is not necessary. Due to the screening time required, applications delivered by messenger cannot be accepted.

All Plans and Attachments must be folded 8 ½" by 11"

APPLICATION MATERIALS:

1. ☐ **Land Use Permit Master Application Form:** Please provide the original plus **4 copies** of the **COMPLETED** City of Renton Development Services Division's Master Application form. The application form must have notarized signatures of **ALL** current property owners for each parcel involved in the lot line adjustment. If the property owner is a corporation, the authorized representative must attach proof of signing authority on behalf of the corporation. The legal descriptions of the properties must be attached to the application form.
2. ☐ **Draft Legal Documents:** Please provide **5 copies** of any proposed street dedications, restrictive covenants, draft Homeowners Association, or any other legal documents pertaining to the development and use of the property.

3. ☐ **Waiver Form:** If you have received a waiver form during or after a “pre-application meeting”, please provide **5 copies** of this form.
4. ☐ **Fees:** The application must be accompanied by the required application fee (see Fee Schedule). Checks should be made out to the *City of Renton* and cannot be accepted for over the total fee amount.
5. ☐ **Project Narrative:** Please provide **5 copies** of a clear and concise description of the proposed project, including the following:
- Project name (e.g. Smith/Larsen Lot Line Adjustment)
 - Location and addresses of sites
 - Purpose of the lot line adjustment
 - Current use of the sites and any existing improvements
 - Special site features (i.e. wetlands, water bodies, steep slopes)
 - Proposed future use of the properties, if any
 - Any proposed code modification being requested

6. ☐ **Density Worksheet:** Please submit **5 copies** of a completed density worksheet.

7. ☐ **Neighborhood Detail Map:** Please provide **12 copies** of a map drawn at a scale of 1" = 100' or 1" = 200' (or other scale approved by the Development Services Division) to be used to identify the site location on public notices and to review compatibility with surrounding land uses. The map shall identify the subject site with a much darker perimeter line than surrounding properties and include at least two cross streets in all directions showing the location of the subject site relative to property boundaries of surrounding parcels. The map shall also show: the property's lot lines, lot lines of surrounding properties, boundaries of the City of Renton (if applicable), north arrow (oriented to the top of the plan sheet), graphic scale used for the map, and City of Renton (not King County) street names for all streets shown. Please ensure all information fits on a single map sheet.

Kroll Map Company (206-448-6277) produces maps that may serve this purpose or you may use the King County Assessor's maps as a base for the Neighborhood Detail Map. Additional information (i.e. current city street names) will need to be added by the applicant.

8. ☐ **Lot Line Adjustment Plan:** Please provide **5 copies** of a fully-dimensioned plan prepared by a State of Washington registered land surveyor, drawn at a scale of 1" = 40' on an 18" x 24" plan sheet (or other size or scale approved by the Development Services Division) and including the following information:
- Name of the proposed lot line adjustment (e.g., Smith/Larsen Lot Line Adjustment)
 - Space reserved for “City of Renton File Number ____” (large type) at top of first sheet
 - Space reserved for “City of Renton Land Record Number ____” (smaller type) at bottom left of first sheet
 - Legal description for each of the existing parcels. Metes and bounds descriptions require stamp from a licensed surveyor
 - Date, graphic scale (1"=40' or other approved scale), and north arrow
 - Names, locations, widths, types, and dimensions of adjacent and on-site streets, alleys, and easements
 - Lot lines with all property lines dimensioned and square footage of each lot
 - Parcel Identification for each parcel (Lot 1, Lot 2, etc)
 - “Old” lot lines(s) and “new” lot line(s) clearly labeled and differentiated by line type
 - Addresses for each lot and City of Renton street names
 - Gross and net square footage of existing and revised lots (net reflects deduction of private access easements and those portions of the lot narrower than 80% of the minimum lot width)
 - Square footage of land in critical areas and critical area buffers
 - Square footage of land in publicly dedicated streets
 - Square footage of land in private access easements

- Ground floor square footage of all structures
- Location, dimensions, and square footage of any existing structures to remain, and dimensioned distances to property lines
- Location of existing critical areas on or adjacent to site (wetlands, steep slopes, etc.)
- Existing easements identified by type and size
- Reservations, restrictive covenants, easements, description of any areas to be dedicated to public use with notes stating their purpose, and any limitations, and identifying the grantee and if the grantee is the City, a statement of provisions reserving, granting and/or conveying the area with a description of the rights and purposes must be shown
- Coordinates per City surveying standards for permanent control monuments
- Location of all interior permanent control monuments per City surveying standards,
- Statement of equipment and procedure used per WAC 332-130-100
- Basis of bearing per WAC 332-130-150(1)(b)(iii)
- Date the existing monuments were visited per WAC 332-103-050(1)(f)(iv)
- Verification that permanent markers are set at corners of the proposed lots
- Statement of discrepancies, if any, between bearings and distances of record and those measured or calculated
- Surveyor's testament, stamp and signature
- Certification by a State of Washington licensed land surveyor that a survey has been made and that monuments and stakes have been set
- Notarized signatures of all property owners having an interest in the property, certifying ownership and approval of the proposal
- Signature and date line(s) for the King County Assessor
Signature and date line(s) for the Administrator of the Planning/Building/ Public Works Department

9. ☐ **Wetland Assessment:** Please provide **5 copies** of the map and **3 copies** of the report if **ANY** wetlands are located on the subject property or within 100 feet of the subject property. The wetland report/delineation must include the information specified in RMC 4-8-120D. In addition, if any alteration to the wetland or buffer is proposed, **5 copies of a wetland mitigation plan** are also required. See RMC 4-8-120D for plan content requirements.
10. ☐ **Standard Stream or Lake Study:** Please provide **5 copies** of a report containing the information specified in RMC Section 4-8-120D. In addition, if the project involves an unclassified stream, a **supplemental stream or lake study** is also required (**5 copies**). If any alteration to a water-body or buffer is proposed a **supplemental stream or lake study (5 copies)** and a **mitigation plan (5 copies)** are also required. See RMC 4-8-120D for plan content requirements.
11. ☐ **Topography Map:** Please provide **5 copies** of a plan showing the site's existing contour lines at five-foot vertical intervals.
12. ☐ **Utilities Plan, Generalized (sewer, water, stormwater, transportation improvements):** Please provide **5 copies** of a plan drawn on 22" x 34" plan sheets using a graphic scale of 1" = 40' (or other size or scale approved by the Development Services Division) clearly showing all existing and proposed public or private improvements.
13. ☐ **Drainage Control Plan:** Please provide **5 copies** of a plan drawn to scale and stamped by a Washington State licensed professional engineer and complying with the requirements of Renton Municipal Code, Section 4-6-030 and the King County Surface Water Management Design Manual, 1990 edition, as adopted by the City of Renton.

14. ☐ **Landscape analysis, lot coverage, and parking analysis (For commercial/industrial properties only):** Please provide **5 copies** of a landscape and parking analysis including the following:
- Total square footage of the site
 - Total square footage of existing and proposed impervious surface area(s)
 - Square footage (by floor and overall total) of each individual building and/or use
 - Total square footage of the footprints of all buildings
 - Percentage of lot covered by buildings or structures
 - Parking analysis including the total number of parking spaces required by City code
 - Number and dimensions of standard, compact, and ADA accessible spaces provided
 - Square footage of parking lot landscaping (perimeter and interior)
15. ☐ **Calculations:** Please provide **3 copies** of complete field calculations and computations noted for the plat and details (if any) of all distances, angles, and calculations together with information on the error of closure. The error of closure on any traverse shall not exceed 1' in 10,000'.

All Plans and Attachments must be folded to 8½" by 11"

REVIEW PROCESS: Once a complete application has been accepted for initial review, the Development Services Division will route the application to those City departments having an interest in the application. All comments and requests for revisions will be sent to the applicant. Once all comments have been addressed, the applicant must re-submit the revised plans and/or documents for review.

When the applicant has adequately addressed the comments, the City will send a written request for the final mylar, courier fees and any associated legal documents. Once all of the City's required approval signatures have been obtained, the City will transmit the mylar via courier to King County for recording.

The entire lot line adjustment process takes approximately 6-8 weeks to complete. The time frame for getting a lot line adjustment approved is largely dependent upon application completeness and prompt submittal of revisions.

TRANSFER OF OWNERSHIP: The recording of the lot line adjustment map alone does not transfer ownership. Please remember to prepare and record a deed transferring ownership of the portion of land depicted in the Lot Line Adjustment Map. We recommend that a surveyor prepare the legal description for this document and a land-use attorney review the deed. It is the applicant's responsibility to ensure this document is properly prepared and recorded.